

Minutes of the Judiciary and Law Enforcement Committee – October 3, 2008

Chair Bonnie Morris called the meeting to order at 8:36 a.m.

Committee Members Present: County Board Supervisors Bonnie Morris (Chair), Kathleen Cummings, Dave Falstad, James Behrend (arrived at 8:57 a.m.) John Pledl (left at 10:30 a.m.), and Jean Tortomasi. **Absent:** Peter Wolff.

Also Present: County Board Chief of Staff Mark Mader, Legislative Associate Karen Phillips, Senior Financial Analyst Lyndsay Johnson, Clerk of Circuit Courts Carolyn Evenson, Chief Judge Mac Davis, Appointed Future Clerk of Circuit Courts Kathy Madden, Sheriff Dan Trawicki, Inspector Steve Marks, Correctional Facility Manager Meg Schnabl, Deputy Chad Niles, District Attorney Brad Schimel, Office Services Coordinator Danni Danielski, Victim Witness Coordinator Jen Dunn, Emergency Preparedness Director Richard Tuma, Emergency Management Coordinator William Stolte and Radio Services Administrator Chris Petterson.

Approval of Minutes of September 19, 2008

MOTION: Tortomasi moved, second by Cummings to approve the minutes of September 19, 2008.

Discuss and Consider the 2009 Circuit Court Services Operating Budget

Evenson introduced her successor, Kathy Madden, who will be sworn-in at the beginning of November. Morris commended Evenson on her exemplary service to Waukesha County and congratulated her on her upcoming retirement.

Evenson reviewed the overall financial summary of the Circuit Court Services budget. Position reductions were made for the fourth straight year. Evenson explained that during that time there has been a 9% overall increase in their cases files coupled with a 5% decrease in personnel. This demonstrates the Department's effort to streamline operations and implement efficiencies through the use of technology. For 2009, positions are decreased overall by 1.5%: a 0.5 Clerk-Typist position in the Criminal Traffic Division; a 0.5 Programs and Projects Analyst position in the Administration Division; and a reduction of two County Court Reporter positions by 0.25 each (reduced from 40 hours per week to 30).

Evenson explained that this is the first time they have cut regular full-time positions. In previous years, cuts were made by not filling positions that had become vacant. Tortomasi stated the Department should monitor how the position cuts impact operations. Davis added that the two court reporters have been very cooperative in assisting staff with the upcoming transition. Cummings inquired if the positions were cut to meet the budget target or just to streamline operations. Evenson said it was done to meet the budget target; however, they would not have cut the positions if there were not another way to meet the coverage needs in providing appropriate support to the court officials. In some types of cases, the record must be taken by an official court reporter but other matters can be recorded using digital recording equipment.

Behrend arrived at 8:57 a.m.

Evenson reviewed the Major Departmental Strategic Outcomes and Objectives for 2009. She stated they have developed an objective for each of the divisions within the courts and reviewed them individually. She continued with review of the Program Highlights and Activity of the Divisions within the Circuit Court Services budget: Clerk of Courts – Administrative Services Division, Clerk of Courts – Criminal and Traffic Division, Clerk of Courts – Family Division, Court Commissioners, Clerk of Courts Civil Division, Juvenile Court, Family Court Services, and Register in Probate.

Mader requested that either now, or during the presentation to the Finance Committee, someone could further explain the Gross Annual Department Receipts (page 83) under the Administrative Services Division Activity: Workload Information, particularly the high projection in 2008. Evenson stated she does not have all of that documentation here today; however, it would be presented to the Finance Committee.

Mader acknowledged Evenson for her dedicated service to Waukesha County, both as a County Board Supervisor and as the Clerk of Circuit Courts. He also congratulated Davis on his nomination for a federal appointment and Madden on her appointment as the Clerk of Circuit Courts for Waukesha County.

Evenson thanked Johnson for the outstanding work and assistance in the budget matters.

MOTION: Cummings moved, second by Falstad, to tentatively approve the 2009 Operating Budget for Circuit Court Services. Motion carried: 6-0.

Pledl left at 10:30 a.m.

Discuss and Consider the 2009 Sheriff's Department Operating Budget

Trawicki reviewed a summary of the significant program and funding changes from the 2008 budget. He explained that the department's personnel accounts for 80.7% of the entire Sheriff's budget. The cost to continue salaries and benefits increases \$731,450 to \$27,050,745. He projected that this budget would be \$500,000-\$700,000 less than the cost to continue. The department has reluctantly eliminated two positions in 2009 – a programs and projects analyst and the computer services coordinator. The workload must be picked up by supervisors and other employees, who are already overburdened. Trawicki stated the Department has also had to cut the amount of training provided for their staff.

Trawicki continued the review of the 2009 Operating Budget with a discussion of the Drug Abuse Resistance Education (DARE) Program. He stated the DARE Program is dependent on the schools contracting for the full cost, with no County tax levy.

Morris requested to review the Strategic Outcomes and Objectives for 2009. Trawicki summarized the objectives and explained the context of the statistics as listed, including burglary and violent crime, assaults on inmates and Corrections staff, response times and jail population.

Mader requested clarification with respect to the number of SRO/student contacts (Objective 4) because some questions have been raised. The 2008 target was listed as 1,230, while the 2008 estimate and 2009 target were listed at 4,835. Do fewer contacts mean the SRO program is meeting its goal? Trawicki explained that overall goal is reducing the crime. Part of the change is the way the numbers are reported. All of the SRO's, had a different format that they were using to identify their contacts and to break down day-to-day activities. This year, the report was unified so that all SRO's are using the same form and criteria to document their contacts. That probably is the biggest reason for the marked increase in contacts; what was not listed as a statistic previously is now being listed as a contact.

Morris pointed out that the statement, "A reduction in the number of contacts is an indicator that the SRO program is meeting the department objective" gives the wrong message. Perhaps the sentence should be reworked or taken out because it appears the goal is not being achieved. Trawicki stated that

the next few years will be more indicative of what the ebb and flow is. Trawicki agreed to remove that sentence because it is misleading.

Tortomasi stressed the importance of keeping SRO Program in the schools. Trawicki explained that in the past, not all of the schools were paying the same amount for the same level of service. The proposal is a three-year phase-in, after which they would all pay the same amount. The cost of a full-time SRO is about \$90,000-\$95,000 per year; the school must pay half, about \$42,000. Otherwise, the hours of the SRO would be prorated according to the amount a school is willing to pay

Trawicki reviewed the Process/Warrant Services Program. Morris questioned the high number of overtime hours in this program. Trawicki stated that part of the cause is that some papers, such as temporary restraining orders, have to be served within a period of time as directed by the courts.

Trawicki continued with review of the Court Security Program. He referred to the section under Program Highlights regarding the County Board internal audit's recommendation that Sheriff's Department should incorporate controlled access screening tax levy funding directly into their budget instead of cross charging the Non-Departmental budget for it. Trawicki stated he does not agree with that because each year his budget is less than the cost to continue; adding more personnel to the Sheriff's budget without sufficient funding for costs to continue would require cuts to be made elsewhere.

Mader explained that the audit was looking at the Non-Departmental budget, and it was not directly targeting the Sheriff's Department. Behrend stated it is the Sheriff's responsibility to be in charge of the security, but the funding is another issue. This issue was discussed at length. Morris stated something to look at would be to cross-charge all departments for the security screening services.

Trawicki summarized the Program Highlights and Activities for the General Investigations, Special Investigations, General Patrol, Inmate Security – Jail, Inmate Services – Jail, Inmate Security – Huber, Inmate Services – Huber, and Administrative Programs.

Tortomasi asked whether the deputies are supplied with the appropriate bulletproof vests. Trawicki stated that the vest replacement plan remains intact, but it was one program they did look at possibly cutting.

MOTION: Tortomasi moved, second by Cummings, to accept the Sheriff's Department 2009 Operating Budget and recommend it to the Finance Committee, taking out the last sentence under Objective #4 on page 98, and next year consider accessing other departments for the cost of the secure front entrance. Motion carried 5-0.

Correspondence

- Letter from Mark Mader regarding Capital Projects Walking Tour

Future Agenda Item

- Update on Wisconsin Counties Association (WCA) Meeting

Public Comment

Deputy Niles commented regarding the \$500 allowance, five-year replacement plan for the bulletproof vests. He stated that covers a very basic vest, and that most deputies are still paying out of pocket for a better quality vest.

Future Meeting Dates

- October 17, 2008

Discuss and Consider the 2009 District Attorney's Office Operating Budget

Schimel reviewed the Program Highlights for the Prosecution / Administrative Services Program. Interdepartmental charges have gone down 10.7%, because of the efforts to reduce the types of cases and documents that are imaged and stored. Personnel costs, which account for 73% of the budget, increase for cost to continue 22.26 FTE positions. Contracted service appropriations increase to pay for State-reimbursed health and dental insurance expenses for prosecutors electing County benefits, and for a special State drug prosecutor funded through the Sheriff's Department. Schimel and Dunn continued with a review of the Major Departmental Strategic Outcomes and Objectives for 2009. Dunn continued with review of the Program Highlights for the Victim/Witness Program and the VOCA Grant/Program.

MOTION: Cummings moved, second by Falstad, to recommend approval of the 2009 Operating Budget for the District Attorney to the Finance Committee. Motion carried 5-0.

Morris briefly discussed the issue of assessing other County departments for the costs of the security screening services and the possibility making that an objective for the Sheriff's budget next year.

Discuss and Consider the 2009 Department of Emergency Preparedness Operating Budget

Tuma reviewed the Fund/Purpose Summary and the Strategic Outcomes and Objectives for 2009. He also briefly discussed the current and proposed Capital Projects. Tuma continued with the review of the Program Highlights for the Communication Center Operations. He also provided an update on his active participation in working on the proposed 9-1-1 legislation in Madison.

Stolte reviewed the Program Highlights the Disaster Management Program and Hazardous Material Management. He discussed the selection of Waukesha County to participate in a course sponsored by the Emergency Management Institute in Emmitsburg, MD, in 2009. He also went over the revenue decrease due to Ozaukee County not renewing its contract for shared emergency manager services in 2009.

Petterson went over the Financial Summary, Strategic Outcomes and Objectives, and the current and proposed Capital Projects for Emergency Preparedness - Radio Services. He continued with the Program Highlights for the Trunked Radio Operations, Equipment Replacement- Trunk Radios, and Conventional Radio Services Operation. Petterson reviewed the upcoming project to relocate the entire Trunked Radio System to new radio frequencies as part of a Federal mandate due to Sprint/Nextel's interference with public safety radio systems. Nextel is paying for the replacement of the County's existing radios.

MOTION: Falstad moved, second by Behrend, to accept the 2009 Operating Budget of Emergency Management and forward it to the Finance Committee as presented. Motion carried: 5-0.

MOTION: Falstad moved, second by Cummings to adjourn the meeting at 3:01 p.m.
Motion carried: 5-0.

Respectfully submitted,

Kathleen M. Cummings
Secretary